

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Intelligence Community Staff Positions at CIA Headquarters Building

FROM:

ICS/PERS

N

NO.

DCI/ICS 82-5021

DATE

16 December 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OL/Building Planning Staff  
4E50 HQS

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*Decision is to ~~not~~ leave them out (for now). Please file for possible future use.*

SECRET

DCI/ICS 82-5021  
15 December 1982

MEMORANDUM FOR: OL/Building Planning Staff

FROM:

[REDACTED]  
Chief, Administrative Staff  
Intelligence Community Staff

SUBJECT: Intelligence Community Staff Positions at CIA Headquarters  
Building

1. As requested by [REDACTED] of your office, attached is a listing of the position titles and position grades for ICS personnel currently occupying offices in the CIA Headquarters Building. In addition, we have added our projected personnel increases for the FY 1983 - 1985 time frame. Your space planning should allow for these additional employees.

2. Attached is a copy of a recent memorandum from the Director, Intelligence Community Staff to the Deputy Director for Administration regarding space requirements in the Headquarters Building for FY 1983 and FY 1984. You will note that in the "Consequences/Comments" portion of the attachment of the memorandum, we included equipment needs in addition to the personnel requirements. Provision must be made for adequate space to accommodate this equipment.

Attachment:  
As Stated

SECRET

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Next 3 Page(s) In Document Denied

subject

SECRET

DCI/ICS 82-5868  
18 November 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director, Intelligence Community Staff

SUBJECT: Space Requirements

Attached is a listing of our anticipated additional space requirements [redacted] in the Headquarters Building for FY-83 and FY-84. As indicated on the listing, the requirements for additional space for our CAMS Management Branch (CMB) is long standing and the subject of considerable discussion between Logistics Services Division and members of my staff. If you require any additional information, please contact [redacted] my Administrative Officer, on [redacted]

SECRET

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**SECRET****ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Space Requirements

FROM: Harry E. Fitzwater  
DDA  
7D-18 Hqs.

EXTENSION

NO.

DATE

4 NOV 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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8 NOV 1982  
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FORM 1-79

**610** USE PREVIOUS EDITIONS**SECRET**

4 November 1982

MEMORANDUM FOR: Director, Intelligence Community Staff  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Administrative Officer, DCI

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Space Requirements

1. In accordance with the desires of the Executive Director, I have been asked to review all of the Agency's projected space needs during the FY 1983/ FY 1984 time frame. As you are aware, we do not have sufficient resources available to us during FY 1983 to satisfy additional space requirements. Consequently, the funding of our new space requirements can only be handled by reprogramming actions. In addition, a very visible portion of the Agency's budget in FY 1984 and FY 1985 will be devoted to the construction of a new building on the compound. Political realities, therefore, dictate that we must be extremely careful in the manner in which we meet our space needs over the next several years prior to the occupancy of the new building.

2. In order to provide a comprehensive report on our space needs, it is requested that each of you conduct a review of the requests which your components have submitted to the Logistics Services Division, OL, as of 1 November together with any additional space requirements for the FY 1983 and FY 1984 periods (sample format is attached). Your review should take into consideration the number of people on board as of 1 November 1982, your total ceiling positions at the end of FY 1983 and at the end of FY 1984. Space requirements should be specifically identified by each component down to the office/division level, and provision should be made for adequate space to accommodate any peculiar machinery/equipment needs in addition to personnel requirements.

3. It is requested that all projected space requirements be refined and that a brief statement be provided regarding the consequences if additional space is not obtained. Each addressee is requested to revalidate all requirements and to certify that the space needs cannot be satisfied by any other means than the acquisition of additional space. Responses must be received in my office by ~~close of business 15 November 1982~~. Attached is the most current listing of your space needs on file in Logistics Services Division.

} where?  
ask LSD  
for list, if  
any.

4. It is requested that all space requirements submitted by each Directorate be validated by the Deputy Director. After the Agency space requirements have been collated and reviewed, I will submit them to the Executive Director for his consideration and approval.

25X1  
25X1 5. If you need any additional information, please contact [redacted]  
Executive Officer, DDA, on extension [redacted]

Harry E. Fitzwater

Attachments

cc: EXDIR w/o atts  
D/NIESO w/o atts



Directorate/Area

<u>Component</u>	<u>Space Needed (Total Square Footage)</u>	<u>FY 1983 Personnel Ceiling</u>	<u>FY 1984 Personnel Ceiling</u>	<u>Date Space Needed</u>	<u>Consequences/Comments</u>
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VALIDATION:

NOTE: Please indicate location desired (HQS or Externally Leased Building).

Title

Date